

**Kings County  
County Plan Addendum  
Welfare to Work (WTW) Grant Program**

**September 2000**

The Kings County Human Services Agency (H.S.A.) has developed a plan to coordinate both services and funding for the Welfare to Work (WtW) Grant program with the sole, local WtW Grant Program partner, Kings County Job Training Office, or JTO. The Human Services Agency has a long-standing cooperative relationship with JTO in the provision of JTPA services and now under the WtW Grant Program.

1. Name(s) of WtW Grant Partners:  
Kings County Job Training Office  
John Lehn, Director

Additionally, the Agency is working with all local adult education and training providers, local employers, local community colleges, the childcare resource and referral agency, rural transit, and the mental health, substance abuse and domestic violence service agencies as partners for services in both the WTW and WtW grant program

2. Coordination Efforts:
  - a. The H.S.A. worked cooperatively with the JTO in the establishment of a plan to link WTW participants to the WtW Grant program. H.S.A. Staff is meeting at least weekly to discuss new referrals, issues of participation and supportive services. Additionally, JTO and H.S.A. Staff jointly participate in monthly planning and coordination meetings with all local service providers in the interest of developing and improving services to WTW participants in relation to local labor market needs. The H.S.A. Director is a member of the local Workforce Investment Board and the program manager of the Agency's Welfare To Work Division is a member of the WtW Youth Services Board.
  - b. Eligible population: H.S.A. and JTO have elected to serve participants who meet the definition of hard to serve under the WtW grant program. Particular focus will be given to persons nearing the end of their time limit, requiring additional training to link with employment services and requiring a high school diploma or its equivalent.
  - c. Linkage to local child support service agency: The JTO has established a coordinated effort to provide WtW grant services to non-custodial parents (NCP's). The H.S.A. will assist in any way, including the pass-through of the WTW Matching Grant, as needed.
3. Use of State WtW Match Funds:

Both H.S.A. and JTO staff have met with CDSS Employment Branch and EDD Staff in the effort to develop a plan for the utilization of State WtW Grant matching funds. The H.S.A. has elected to sign an M.O.U. to pass through these funds to JTO to enhance and expand services within the allowable uses of these funds.

The MOU requires that JTO establish a plan for services and submit this plan to the H.S.A. for approval. The MOU also requires JTO to maintain records of services and expenditures for persons served under the MOU. The H.S.A. will monitor the program, expenditures and plan activities to insure no duplication of services occurs. The H.S.A. shall maintain control over discretionary decisions in its referrals to JTO.

4. Identifying persons to be served:

- a. H.S.A. staff have establish an excellent working relationship with the local WtW grant entity, JTO, for the purposes of linking participants defined as hard-to-serve with the local WtW grant program.
- b. H.S.A. has designated a WTW staff person that acts as a liaison with JTO to work on issues of referral, supportive services, compliance and development of new services. This staff person regularly issues informing notices, reviews the line worker's caseload lists and the automated system for persons meeting the criteria for referral to JTO for WtW grant services.
- c. JTO has established that the new populations to be served, including former foster youth and NCP's, will be served using a combination of WtW grant funds and State WtW match funds.